



# Stockport Grammar Junior School

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Parents have a legal duty to ensure regular attendance at school. The school may authorise leave of absence but will consider the reasons for the request, the effect on the continuity of the children's learning and overall attendance. Where possible medical and dental appointments should be arranged outside of school hours or during school holidays as their effect on the school day is disruptive. Please be aware that absence during term time, without the authorisation of the Headmaster, will be recorded as unauthorised absence.

If you wish to request leave of absence for your child please complete the details below and return to the School Office. All requests should be submitted at the earliest opportunity.

Pupil Name ..... Form .....

Dates/times requested .....

Reason for absence (please continue on separate sheet if necessary)  
.....  
.....  
.....  
.....

Signed ..... Date .....  
(Parent/Guardian)

**Headmaster's Decision** Authorised/Unauthorised  
Reason/Comments .....  
Signed ..... Date .....  
**Headmaster**

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**(Office Use Only)**

Pupil Name ..... Form .....

Dates/times .....

Reason for absence .....

**Headmaster's Decision** Authorised/Unauthorised Signed .....

Reason/Comments .....

(Tear off slip to form teacher/original to parent & copy in pupil file)